



Announcement of Naresuan University
on “Temporary Closure of the University, Work from Home Measures, Limitation of
Office Access, Social Distancing and Guidelines to Prevent the Pandemic of
Coronavirus Disease (COVID-19)”

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As the outbreak of COVID-19 tends to spread wider and last unexpectedly longer throughout the globe combining with the increased cases found in many provinces in Thailand, Naresuan University hereby announces measures to help prevent the prevalence of coronavirus as set forth by Naresuan University Act 1990, section 20 and its revisions as detailed below:

1. Temporary closure of the university.
 - 1.1 Naresuan University will close for 19 days, starting from March 25 to April 12, 2020.
 - 1.2 Executive staff members ranging from President, Vice Presidents, Assistants to the President, Deans, Directors and other equivalent position staff are due to work normally unless found unable to work at the office. Any necessary modes of communication must be available at all times; e.g., online meetings, phone calls.
2. Work from home measures.
 - 2.1 Staff members are to work from home and ready to communicate, be assigned or delegated and strictly maintain disciplines.
 - 2.2 Work from home is to be supervised, planned, and monitored by President, Vice Presidents, Assistants to the President, Deans, Directors and other equivalent position staff. This should be done daily or weekly to ascertain that working performance of work home staff members remain as closely effective as they work at the office.
 - 2.3 Working hours and working days are similar to that of working at the office. During this temporary closure, staff members do not have to sign in but

directly report to Heads of Offices through available channels of communication.

3. Limitation of office access.
 - 3.1 Service areas vulnerable to the spread of the disease such as Central Library, libraries, reading rooms, stadium, swimming pool, exercising areas are to be closed. This closure is broadened to other areas where Heads of Offices see it deem necessary.
 - 3.2 For tasks that are relevant to security and internal operation of the university such as screening of coronavirus, student administration and other assignments, it is recommended that assigned staff members work on lean and mean basis at the workplace and supervised by President, Vice Presidents, Assistants to the President, Deans, Directors and other equivalent position staff.
 - 3.3 In case of emergency, access to any office must be granted by Head of Office.
 - 3.4 Online meetings can still be organized as deemed necessary and agreed upon by President, Vice Presidents, Assistants to the President, Deans, Directors and other equivalent position staff. This includes the orders from those held positions to demand staff members to work at the office if necessary.
4. Social distancing and avoidance of workforce mobility.
 - 4.1 Every office is to cancel or postpone meetings and activities associating a large number of people. Virtual/Online meetings is a preferable alternative. Must a conventional meeting be arranged, body temperature check and a hand sanitizer spot must be undertaken and provided. Seating spacing must be distanced 1 to 2 meters, and attendants must wear masks, including room sanitization before and after each use.
 - 4.2 Avoid getting into places where a large number of people gather such as department stores, concerts, cinemas, markets, and venues of recreational activities.
 - 4.3 Staff members and students strictly comply with guidelines from the Thai National Committee on Communicable Diseases, particularly on social distancing. This includes, avoidance of unnecessary meetups, close conversations with vulnerable groups and chronic patients, crowded elevators, sharing of culinary items, and personal belongings.

4.4 Staff members and students avoid unnecessary travels. Refrain from traveling to provinces where the disease is reported, particularly Bangkok and its vicinities.

Should travel be inevitable and the person returned to Phitsanulok from March 22, 2020 onwards, he/she must report to relevant office in order that information can be properly conveyed to the province or involving units if requested. The person must commit home quarantine for 14 days to monitor body temperature, cough, and breathing difficulties. Should any of the symptoms found, the person must report to the Provincial Public Health Office or the nearest hospital immediately.

5. Guidelines to reduce risks of the disease.

5.1 Staff members and students who catch a cold or the flu must separate themselves from others and avoid getting into places mushroomed with people. Should any signs of coronavirus found, immediately see a doctor. Those who would like to know if they are likeably infected with coronavirus may take a self-screening test, initiated by Rajavithi Hospital in cooperation with Department of Medical Services, at this URL:

http://rajavithi.emergencymed.net/test/th_index.php

5.2 Regular hand washing and use of hand sanitizer gel are recommended. Never touch your eyes, nose, and mouth and wear a mask

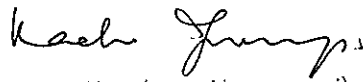
5.3 Avoid from engaging in the use of public microphones, computers, laptops, etc. In case of inevitability, alcohol should be applied before the use.

5.4 Frequent sanitation of offices and buildings should be done. This includes more frequently cleaning of entrance and exit, elevators, stair rails, and door knobs. Hand sanitizer spots should also be arranged, and air conditioning system be regularly checked. Electric cars and university vans should be cleaned more frequently, specifically at the seats, doors, rails, and arm rests. Announcements relating to this issue should be posted to increase awareness of the community.

6. To effectively control the outbreak of COVID-19, every office, staff member, and student should keep an eye on updated situations, including guidelines and suggested practices from www.nu.ac.th or www.rned.nu.ac.th

7. President, Vice Presidents, Assistants to the President, Deans, Directors and other equivalent position staff may implement further necessary measures in line with this announcement.
8. President, Vice Presidents, Assistants to the President, Deans, Directors and other equivalent position staff are to strictly comply with this announcement. Any issues arisen from the enforcement of this announcement, the decision of the president is final.

Announced on March 23, 2020



(Honorary Professor Dr. Kanchana Ngourungsi)

President, Naresuan University